



The Small Business AI Starter Guide: Powered by Microsoft Copilot

You Already Paid for Microsoft 365— Here's What You're Missing Without Copilot

A 7-Step Playbook for Small Business Owners to Save Time, Reduce Costs, and Get More Results from Your Existing Microsoft 365 Tools

Word • Excel • Outlook • Teams • PowerPoint

Your Team Is Missing 70% of Microsoft 365's Value



Immediate Confidence

Your team picks the right tool fast. No more “I don’t know how to do this” moments.

Saves ~\$2,400 / person / year



Focused Productivity

Stop switching between apps all day. The right tool for each task means more done in less time.

Saves ~\$3,000 / person / year



Seamless Collaboration

No more lost files or version mix-ups. Everyone works from one shared source in real time.

Saves ~\$2,200 / person / year



Work-Life Balance

Finish work faster and log off on time. Less overtime means lower costs and happier teams.

Saves ~\$2,000 / person / year



The Bottom Line: Every untrained employee costs an SMB about \$9,600 a year in lost time. Expert-led Copilot training turns that loss into real ROI from day one.

Why Copilot Matters for Your Business

Microsoft 365 quietly became an AI execution platform. Copilot isn't just a feature — it's an AI teammate built into the apps your people already open every day. The catch? Most teams use a fraction of its power.



Word

Draft a polished report or proposal from a single prompt.



Outlook

Summarize a week of email and write replies in seconds.



Excel

Build charts and spot trends — no complex formulas.



Teams

Turn meeting notes into action items automatically.



Why Copilot — not a separate AI app?

Copilot lives inside Word, Excel, and Outlook — no copying, pasting, or uploading to outside tools. Your information stays protected by Microsoft's enterprise-grade security.

Copilot Context Awareness— a total game changer

Microsoft 365 Apps



Microsoft 365 Copilot

User prompt

Grounding



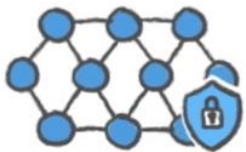
Large Language Model



 ChatGPT

 Claude

Microsoft Graph



–Your data–
emails, files, meetings, chats,
calendars, and contacts

Context-Awareness

Copilot understands your business context— emails, files, and meetings—so it gives smarter answers, not generic ones. For small businesses, this saves hours of searching and manual work. It connects your real data with AI, making it faster and more accurate. This is unique because it works inside your workflow, not outside it.

OUR DIFFERENCE

Execution — Not Just Training

Anyone can hand you a course. Skillgine helps you find where time leaks, design real AI-powered workflows, and bake Copilot into daily work. Then we train your people to work as AI Operators — finishing tasks faster and automating the boring stuff.



A real engine

Turn tools you already pay for into a working execution engine.



An AI workforce

Build AI-powered habits inside your own team.



Fast ROI

See real return on your Copilot spend in weeks.

Always included — at no extra cost

✓ AI Readiness Audit

✓ Certified Copilot Trainer

✓ 1:1 Consultation

✓ Implementation Support

✓ Email Support

✓ Setup Assistance

WHY MOST COPILOT ROLLOUTS STALL

Other Copilot Programs Teach Tools. Skillgine Delivers Adoption.

Most Copilot rollouts stall because they treat AI as a feature tour instead of a change in how work gets done. Skillgine is built for the part everyone else skips.

WHY OTHERS FAIL

Training without an execution path

Generic demos, one-off workshops, and feature checklists. Teams leave excited but go back to old workflows because nothing changes how the actual work gets done.

WHY SKILLGINE WINS

Built into your real workflows

We map where your time leaks, embed Copilot into the tasks your team already runs, and coach AI Operators until new habits stick — with measurable ROI in weeks, not quarters.

Other vendors stop at training. Skillgine doesn't leave until Copilot is actually working for you.

7-Step to Implement Microsoft Copilot for Your Business

1



Assess

Start with a free readiness check to find your biggest time-wasters.

2



Identify

Pick who you're training — solo, team, or leadership.

3



Choose format

Self-paced or live, instructor-led team sessions.

4



Foundations

Build core Copilot habits across Outlook and the everyday apps.

5



Bootcamp

Add job-specific training for real, role-based results.

6



Stay ahead

Keep skills fresh as Copilot changes every week.

7



Book & measure

Schedule, implement with support, and track time saved.

STEP 1

Assess and Readiness



Skill Audit

Measure where each person stands today across Word, Excel, Outlook, Teams, and Copilot.

15-min survey



Use-Case Mapping

Find the top tasks where Copilot will save the most time for each role in your team.

Per role



Tool & License Check

Confirm Microsoft 365 plans, Copilot access, and data settings are ready before training begins.

IT checklist



Goals & Metrics

Set clear targets like hours saved per week or dollars saved per person so ROI is easy to track.

Baseline + KPIs



Why it matters: A clear baseline today turns into a measurable win tomorrow. You can only prove ROI if you know where you started.

STEP 2

Who Are You Training?



Solopreneur

Run your whole business smarter — solo. Reclaim hours every week.

Self-paced



Individual

A personal AI assistant for everyday professional work.

Self-paced



Business / Team

Shared, consistent AI workflows that drive collaboration.

Instructor-led



Execs & Managers

Lead AI adoption with the big picture — no technical jargon.

Coming soon



Rule of thumb: Individuals and solopreneurs start self-paced. Teams of three or more get the most from live, customized instructor-led training.

Pick Your Foundational Training Format and Package

Self-paced

On-demand video for individuals and solopreneurs. Start anytime, replay any lesson, learn on your schedule.

Instructor-led Team Training

Live, customized sessions for teams of three or more — tailored to your workflows and tools.

Compare the packages

Package	Apps covered	Video content
Foundational	Copilot + Outlook	Step-by-Step Videos
Core Bundle	Copilot + Outlook, Word & Excel	Step-by-Step Videos
Meeting Bundle	Copilot + Outlook & Teams	Step-by-Step Videos
Team Training	Tailored, instructor-led for your business	Live + support

Every self-paced package includes a free impact analysis, a 30-minute consultation, implementation support, and portal access.

STEP 5

Role-Based Bootcamps

Once the foundations are set, bootcamps turn Copilot skills into job-specific results. Each one ships with ready-to-use templates and workflows — so your people produce real deliverables, not just practice prompts.



AI Operator

The core track — run end-to-end AI workflows and automate repetitive work across any function.



Marketing

Personas, journey maps, a content calendar, a landing page template, and a campaign reporting pack.



Sales & Finance

Pipeline stages, proposal and contract templates, a budget tracker, and a cash flow forecast.




Customer Service


Onboarding checklist, support SLAs, a service policy, an FAQ knowledge base, and CSAT/NPS templates.


STEP 6

Stay Ahead with Copilot Mastermind


Copilot changes almost every week. The Mastermind keeps your team's skills current, sharp, and valuable — month after month.

 One 90-minute live session each month — deep dives into the newest features.

 A monthly automation blueprint for Sales, Marketing, HR, Admin & Support.

 A plain summary of everything Microsoft changed in Copilot that month.

 Weekly videos on what's new across Copilot, Outlook, Word & Excel.

 Fresh templates, prompts, and cheat sheets — refreshed monthly, never outdated.

 Ongoing email support whenever your team gets stuck.

✓ **Cancel anytime** ✓ **Keep everything you download** ✓ **No hidden commitments**

Plans for individuals, small teams, and larger organizations — talk to us for the right fit.

STEP 7

Book, Implement & Measure

The final step turns training into results. We help you book the right sessions, embed Copilot into daily work, and measure the payoff — so skills show up as time saved and better output.



Book

Pick the package and a date that suits your team. Self-paced starts immediately.



Implement

Use included consultation and support to apply Copilot to real tasks.



Measure

Track time saved against your baseline — less rework, faster output.

What success looks like

- ✓ Hours reclaimed every week from repetitive, manual work.
- ✓ Cleaner, faster email, documents, and reports across the team.
- ✓ A repeatable way of working that new hires pick up quickly.



Ready to Turn Copilot Into Real Results?

Start with a free Business Impact Assessment, then pick the package and date that fit your team. Skillgine handles the rest — from setup to implementation support.

Book Your Free Consultation Today

skillgine.com/book-a-training

Master Copilot. Maximize Microsoft Office Productivity.